

**MINUTES**  
**SOUTH DAKOTA HOUSING DEVELOPMENT AUTHORITY**  
**BOARD OF COMMISSIONER'S MEETING**  
**SDHDA CONFERENCE ROOM**  
**Telephonic**  
**January 17, 2018**

**Board Members Present:** David Pummel, Chairman  
Brent Dykstra, Vice-Chair  
Bill Hansen, Treasurer  
Scott Erickson, Commissioner  
Rick Hohn, Commissioner  
Steve Kolbeck, Commissioner  
Mark Puetz, Commissioner

**Board Members Absent:** None.

**Staff Present:** Mark Lauseng, Executive Director  
Kathy Adney, Director of Homeownership Programs  
Todd Wright, Director of Finance and Administration  
Lorraine Polak, Director of Rental Housing Development  
Tasha Jones, Director of Rental Housing Management  
Amanda Weisgraber, Director of Marketing and Research  
Jill Ricketts, Marketing/Executive Assistant

**Guests Present:** Dixie Dieb, Dan Dieb, Diebs, Hurwitz & Smith, Counselor SDHDA  
Gary Petersen, Cornerstone Bank  
Pete Werton, Cornerstone Bank  
Evan McWhorter, Cornerstone Bank  
Mike McWhorter, Cornerstone Bank  
McChelle Lang, Cornerstone Bank  
Tim Barbetta, Cornerstone Bank  
Adam Eben, Cornerstone Bank  
Lon Hawley, Cornerstone Bank  
Molly Jackson, Cornerstone Bank  
Dick Groeger, Benchmark Mortgage  
Steve Remington, Benchmark Mortgage  
Joe Sheehan, Benchmark Mortgage

**I. CALL TO ORDER/CONFLICTS OF INTEREST**

The meeting was called to order at 10:00 a.m. and roll was called. No conflicts of interest were noted.

## **II. APPROVAL OF AGENDA**

It was moved by Commissioner Kolbeck and seconded by Commissioner Puetz that the Agenda be adopted as presented, but reserving the right to make further changes during the meeting.

Via roll call vote, the following votes were recorded:

Voting AYE: Chairman Pummel; Commissioners Dykstra, Erickson, Hansen, Hohn, Kolbeck and Puetz.

## **III. APPROVAL OF MINUTES**

It was moved by Commissioner Kolbeck and seconded by Commissioner Puetz that the Minutes of the Board of Commissioners' Meeting held on November 21, 2017, be adopted as presented.

Via roll call vote, the following votes were recorded:

Voting AYE: Chairman Pummel; Commissioners Dykstra, Erickson, Hansen, Hohn, Kolbeck and Puetz.

## **IV. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lauseng stated that we will have the Sioux Empire Home Show in Sioux Falls, February 23rd - 25th and the Black Hills Home Show in Rapid City March 9th - 10th. If you are in the area, stop by our booth and visit us. The mentioned SDHDA, along with the Governor's Office of Economic Development, will host public meetings across the state to take comments on the allocation plan of our development programs. Meetings are being held in Rapid City on February 12th, Pierre on February 13th, Aberdeen on February 14th, and Sioux Falls on February 20th. Executive Director Lauseng is watching six bills brought to session by the Summer Legislative study.

## **V. OLD BUSINESS**

### **A. Resolution No. 18-01-01: Resolution to Approve SDHDA Participating Lender Eligibility Requirements Waiver Request for Benchmark Mortgage**

After review and discussion, it was moved by Commissioner Hohn and seconded by Commissioner Puetz that the above Resolution be adopted as follows:

WHEREAS, per Resolution No. 17-11-60, the First-Time Homebuyer program has an eligibility criteria for new participating lenders as of December 1, 2017;

WHEREAS, Benchmark Mortgage (Applicant) has submitted an application to become an SDHDA Participating Lender; and

WHEREAS, the Applicant has requested a waiver of the following SDHDA Participating Lender Eligibility Requirement: Lender shall have either (1) operated a mortgage origination office in South Dakota for 3 years prior to applying to be an SDHDA Lender or (2) operated a mortgage origination office in South Dakota for 2 years and employ staff with experience originating/processing/underwriting SDHDA loans;

NOW, THEREFORE, BE IT RESOLVED that the waiver is hereby approved for Benchmark Mortgage.

Via roll call vote, the following votes were recorded:

Voting AYE: Chairman Pummel; Commissioners Dykstra, Erickson, Hansen, Hohn, Kolbeck and Puetz.

**B. Resolution No. 18-01-02: Resolution to Deny Housing Trust Fund Funds for OSLH Pine Ridge Governor's House Renovation**

After review and discussion, it was moved by Commissioner Hansen and seconded by Commissioner Kolbeck that the following Resolution be adopted as follows:

WHEREAS, by Resolution No. 16-01-76, staff were authorized to continue working with Oglala Sioux (Lakota) Housing with respect to its application under the 2016-2017 Housing Trust Fund Allocation Plan; and

WHEREAS, the following application has been reviewed and evaluated in accordance with the 2016-2017 Housing Trust Fund Allocation Plan;

NOW, THEREFORE, BE IT RESOLVED that the application for Housing Trust Fund funds be denied for:

OWNER/APPLICANT  
Oglala Sioux (Lakota)  
Housing

DEVELOPMENT/LOCATION  
OSLH Governor's House  
Renovation  
Pine Ridge, SD

Via roll call vote, the following votes were recorded:

Voting AYE: Chairman Pummel; Commissioners Dykstra, Erickson, Hansen, Hohn, Kolbeck and Puetz.

**C. Resolution No. 18-01-03: Resolution to approve the West Region Joint Venture Agreement to Perform Section 8 Program Contract Services on a Regional and/or National Basis**

After review and discussion, it was moved by Commissioner Dykstra and seconded by Commissioner Erickson that the above Resolution be adopted as

follows:

WHEREAS, per Resolution No. 99-08-58, the South Dakota Housing Development Authority (SDHDA) was authorized to perform the Performance-Based Contract Administration (PBCA) services with the U.S. Department of Housing and Urban Development (HUD);

WHEREAS, SDHDA anticipates HUD will solicit competitive offers and award contracts under full and open competition to perform services on a regional and national basis;

WHEREAS, the States comprising the HUD West Region, namely the States of Arizona, California, Colorado, Idaho, Montana, North Dakota, Oregon, South Dakota, Washington and the city of Reno, Nevada, have formed a collaborative ("West Region Collaborative") for the purpose of submitting successful offers to HUD to perform services on a regional and national basis;

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SDHDA wishes to be included in the West Region Collaborative and as a party to the Joint Venture Agreement; and

WHEREAS, the aforementioned States now propose to enter into the Performance-Based Contract Administration ("PBCA") West Region Joint Venture Agreement ("Joint Venture Agreement") setting forth terms and conditions for formulation of offers responsive to HUD solicitations; performance of contract administration services and division of responsibility and appealing, protesting or otherwise opposing PBCA awards for regional/national contracts for HUD's solicitation;

NOW, THEREFORE, BE IT RESOLVED that SDHDA is authorized to be a party to the West Region Collaborative;

BE IT FURTHER RESOLVED that the Executive Director of SDHDA is hereby authorized to execute the Joint Venture Agreement and to agree to those amendments to the Joint Venture Agreement as he deems necessary to achieve its purpose.

Via roll call vote, the following votes were recorded:

Voting AYE: Chairman Pummel; Commissioners Dykstra, Erickson, Hansen, Hohn, Kolbeck and Puetz.

## **VI. NEW BUSINESS**

### **A. Resolution No. 18-01-04: Resolution to Commit HOME Program Funds under the Security Deposit Assistance Program for Aberdeen Housing Authority**

After review and discussion, it was moved by Commissioner Puetz and seconded by Commissioner Dykstra that the above Resolution be adopted as follows:

WHEREAS, the following HOME Program application was received for the Security Deposit Assistance Program (SDAP) set-aside; and

WHEREAS, the required documentation has been reviewed and evaluated, and the Applicant has agreed to comply with all HOME requirements;

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be authorized to issue a conditional commitment of HOME funds from the

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APPLICANT	SECURITY DEPOSIT ASSISTANCE PROGRAM	AMOUNT
Aberdeen Housing Authority		\$25,000

Via roll call vote, the following votes were recorded:  
Voting AYE: Chairman Pummel; Commissioners Dykstra, Erickson, Hansen, Hohn, Kolbeck and Puetz.

### **B. Resolution No. 18-01-05: Resolution to Approve Updated Employee Handbook**

After review and discussion, it was moved by Commissioner Puetz and seconded by Commissioner Dykstra that the above Resolution be adopted as follows:

WHEREAS, the Board has reviewed the proposed changes to the Employee Handbook as presented;

NOW, THEREFORE, BE IT RESOLVED that the SDHDA Employee Handbook be amended to reflect the changes presented.

Via roll call vote, the following votes were recorded:  
Voting AYE: Chairman Pummel; Commissioners Dykstra, Erickson, Hansen, Hohn, Kolbeck and Puetz.

**VII. DATE OF NEXT MEETING AND ADJOURNMENT**

The next Board of Commissioners' Meeting has not been scheduled. It was moved by Commissioner Kolbeck and seconded by Commissioner Dykstra that the meeting adjourn. The meeting adjourned at 10:46 a.m.

Via roll call vote, the following votes were recorded:

Voting AYE: Chairman Pummel; Commissioners Dykstra, Erickson, Hansen, Hohn, Kolbeck and Puetz.

Respectfully submitted,

Mark Lauseng  
Secretary

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